

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
MEETING MINUTES
MAY 1, 2012**

Present: Ronald Durej, David White, Jim Sansone, and Benjamin Perron. Jim Lofink arrived at 7:10 p.m.

Others Present: Dr. Patricia Law, Granby Memorial High School Principal and Dale Cutler

Chairman Durej confirmed a quorum and called the meeting to order at 7:04 p.m.

Public Comment

No public addressed the Committee.

Minutes

The Committee reviewed the minutes of the meeting of April 17, 2012 before taking action.

ON A MOTION by Mr. White, seconded by Mr. Sansone, the committee voted (5-0-0) to approve the minutes of April 17, 2012 as presented.

Generate first draft of RFP/RFQ for the High School Project

Discussion began with clarification of what a Request for Proposal (RFP) is and what a Request for Qualifications (RFQ) is. Mr. Cutler explained that with a RFP, you would get a company's qualifications along with a job proposal. The committee thinks they would like to see a design build proposal. This would mean a contractor and designer would form a team to create a design for the fields, etc. They would then provide a document specific to the committee's request. There could be a RFP for professional services and one for the entire project to be completed. A professional could be hired to draw a project design with specifications to have available when the project goes out to bid. Mr. Cutler commented that someone could be hired to do the design (a design professional) and that design professional could be contracted to be on site weekly to oversee the project. Discussion went on and included cost and contingency funds.

A sample RFP was handed out and there was discussion as to what information this document should include (qualifications, cost, timeline, etc.). A question was presented as to if this project had to go out to bid or if CR3 could be used because they have already done a lot of the prerequisite work, as initiated by the Board of Education. It was noted this might be cost effective due to the fact CR3 has already been paid for the work done.

Mr. Durej will speak with John Stewart from CR3 to ask for a proposal, with the best price, to complete a design process and a complete scope of services and about the cost, taking into consideration what has already been done and paid for. Based on that conversation, Mr. Durej may ask that CR3 submit a design proposal and a scope of services for construction, for a determined fee. This proposal should be broken down by phases of the project. He will also inquire as to when this proposal might be ready. If it can be done prior to May 8th, maybe a special meeting should be scheduled in order to review this information and if not, hopefully it could be ready and addressed at the May 15th meeting.

Mr. Lofink will inquire about available town funds for the design part of the project. He will also speak with Town Manager Smith to see if this project has to go out to bid. If the committee is satisfied with what CR3 can provide, can they be chosen to proceed? Cost savings may play a part in this decision.

If CR3 isn't able to provide the design proposal and scope of services for construction, is the committee ready to publish a RFP, taking into consideration that this can't be done until documents (design and scope of services) are made ready by the town to provide to interested parties. If the sample RFP were to be used, it was suggested to remove the words "build, turnkey solutions" in the first line. Possibly the preliminary design provided by Weston & Sampson could be used as part of a RFP package.

Electrical service for the fields was mentioned, noting it has to be adequate for the complex.

Dr. Law commented if big changes are made to the plans presented to the public at the time of the referendum, then these changes should be made known to the public. The committee acknowledged this comment

Thank you to Dale Cutler for attending and sharing his expertise at this meeting.

The next regular meeting is scheduled for May 15, 2012 at 7:00 p.m. in the Police Department Community Room.

Adjournment

The meeting ended at 8:28 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary